

**DEPARTMENT OF CHILDREN AND FAMILIES
JOB OPPORTUNITY**

**HUMAN RESOURCES ASSOCIATE
(Human Resources Division - Records Management Unit)**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: **Candidates on a current examination list or Lateral Transfers**

Location: Hartford, CT

Hours: 40

Job Posting No.: BM107757CO

Salary: \$59,261 - \$80,808 (Annually)

Closing Date: April 8, 2014

Eligibility: **Candidates must have passed the Human Resources Associate examination list promulgated by the CT Department of Administrative Services (DAS) by date of appointment. State employees may apply for lateral transfer if they currently hold the title of Human Resources Associate, or have attained permanent status in the class since their most recent hire date.**

Position Description: The Department of Children & Families is recruiting for a Human Resources Associate within the Human Resources Division. This position will be located within Central Office and will be assigned to the Records Management (CORE) Unit which is responsible for processing and auditing all DCF HR transactions including: promotions, demotions, transfers, reclassifications, reassignments, layoffs, rehires, new hires, salary adjustments, suspensions, administrative leaves, separations, temporary service in a higher class and general changes.

Example of Duties: Processes and audits Human Resources transactions in Core-CT in the areas of, but not limited to compensation, position and employee data management; ensures proper implementation of human resources policies, statutes, guidelines and procedures; prepares and maintains human resources reports, calculates seniority, conducts new employee orientation, performs other related duties as required.

General Experience: Six (6) years professional experience in human resources management.

Preference: Preference will be given to those candidates with hands-on experience working with CORE-CT HRMS, including both position and employee processing; experience performing administrative tasks in a wide variety of human resources areas including hires, transfers, promotions, terminations, compensation, leaves, and knowledge of bargaining unit contract language. Must have strong knowledge in EPM Ad Hoc Reporting.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a CT-HR-12 (State Application), resume, letter of intent and three (3) letters of SUPERVISORY references from current and/or previous supervisors. State employees must submit two most recent performance appraisals in lieu of references to the address below. Please reference Job Posting No. BM107757CO

**DEPARTMENT OF CHILDREN AND FAMILIES
505 HUDSON STREET
HUMAN RESOURCES, 8TH FLOOR
HARTFORD, CT 06106
FAX: (860) 550-6433**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.